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**Pursuant to Title 28 United States Code Section 1866(g), you are subject to both fine and imprisonment if you fail to report for jury duty as instructed.**

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IN THE UNITED STATES DISTRICT COURT  
DISTRICT OF NEBRASKA  
LINCOLN

**IMPORTANT INSTRUCTIONS REGARDING JURY SERVICE**  
**Please Read Carefully**

**BEFORE REPORTING PLEASE CALL:**  
**1-866-534-5317**

Welcome to jury service in the United States District Court for the District of Nebraska. We hope you will find your term of jury service an interesting and satisfying experience. We will explain your duties and responsibilities as a juror when you appear for service.

**QUESTIONNAIRE:** Please complete and answer every question on the enclosed questionnaire using only a No. 2 pencil; fill out the form on a hard surface; make heavy black marks that fill in the appropriate circle; erase any changes; make no stray marks or spills on the questionnaire form; do not write in margins or areas designated for official use only. Sign and date the completed questionnaire using the No. 2 pencil and return it within ten days using the enclosed postage paid envelope. Do not attach anything to the questionnaire. Please write your comments in the "Remarks" section. See questionnaire form for further instructions.

**SUMMONS:** Although the summons directs you to appear for jury duty on a specific date and time, your reporting date may change due to modifications in the court schedule. Please be sure to call the recorded phone message before you report as instructed in the following paragraph entitled "Phone Message."

**PHONE MESSAGE:** The U. S. District Court uses a jury message system to notify jurors of trial schedules and to relay various reporting instructions. You need to call the phone number the evening before you are to report for jury duty. The phone number is 1-866-534-5317,\* which is a toll-free number. You will need to use a touch tone phone. To access the jury message, enter the 9-digit number directly beneath the bar code on the left-hand side of your Summons. The message will confirm your reporting date as set forth on your Summons, or it will relay any last-minute changes. Each Friday the message is updated at 3:00 to reflect your juror status for the next week. If you call Friday after 3:00 p.m., and you are "Scheduled to Appear," please also call the evening before your reporting date to be sure you have the most current information before reporting for jury duty. This phone number allows you the option of leaving a message for the Jury Clerk at the conclusion of the jury message. The jury message system can be reached 24-hours, 7 days a week. If you wish to speak with the Jury Clerk (Monday thru Friday, 8:00 a.m. to 4:45 p.m.), please call toll free: 866-220-4379, option 1.

**REPORTING FOR DUTY:** If you are needed for jury service, the jury message system will tell you when to report, or it will tell you when to call for further reporting instructions. The purpose of using the message system is to save tax dollars and the inconvenience of your reporting when the Court does not require your service. **For these reasons, we will not pay you for attendance fees or reimburse you for expenses that you incur when you report contrary to the recorded phone instructions.**

\*The toll-free number listed in the "Phone Message" paragraph above connects you to the *Advanced Jury Information System* (AJIS). If you are unable to access AJIS, please call: 1-866-220-4379, option 1, to speak with the Jury Clerk.

**You will be subject to call for a one-month period**, but it is not likely you will be needed every day during that period. You will need to call the recorded phone message each weekend during the month in which you are summoned.

**PARKING:** Limited visitor parking is available in the federal parking garage which is located between 15th and 16th Streets on “N” street. As a visitor, you must enter the garage from “N” Street; parking spaces 1 through 55 are available for your use. All parking places which are to the east of the visitor section are reserved parking places. **The reserved area is separated from the visitor’s section by a rope. Do not park in the reserved section.** When you enter the building and proceed through the security check point, there is a book for sign in for the visitor’s parking garage. We ask that you make sure that you sign in each day if you have parked in the parking garage. By signing in, you will be assured that your car will not be towed as an unauthorized vehicle.

If parking is not available in the federal parking garage, you will need to park in one of the public or private parking structures, and present the receipt for your parking expense to the Courtroom Deputy. You will be reimbursed on your voucher for jury service. Do not park at a parking meter. You will not have time to leave the building, and the Court cannot pay penalties for parking violations.

**STAYING OVERNIGHT:** Those jurors who live outside of a sixty (60) mile radius of Lincoln and are staying overnight, should bring enough clothing and personal items to accommodate a stay that may last up to five days. The daily subsistence rate for Lincoln is \$91 per night, which includes your lodging and meal expenses. When necessary, jurors may stay the night before their reporting date. Jurors must submit an original hotel/motel receipt to the Jury Clerk in order to receive the full daily subsistence rate. In addition to the daily subsistence rate, jurors will be reimbursed for hotel taxes. For the last day of service and when not staying overnight in a hotel, you will be paid \$38 subsistence. At the time you check in, you should inquire at the front desk as to the availability of the government rate, which is usually less expensive than the regular rate. Occasionally, hotels will ask for verification of your jury service. If this becomes an issue, please contact the Courtroom Deputy. If you stay with family or friends, you will be reimbursed \$38 each day to cover your meal expenses. For the last day, you will receive \$38. Unless otherwise ordered, you may stay and dine at such places as you desire.

In special circumstances, such as in inclement weather or leave of lateness of trial, those jurors who live within a sixty (60) mile radius of Lincoln may claim subsistence. The subsistence **MUST** be pre-approved by the Jury Clerk or an authorized court employee.

Please bring money or a credit card with you as the Clerk’s office will not be able to provide you a juror payment check until after the second or third day of your stay.

**PAYMENT OF FEES:** Jurors are paid \$40 per day for each day of attendance and \$0.375 per mile for travel to and from the courthouse. Please be advised that the daily attendance fee and mileage rate are subject to change as directed by the Administrative Office. Checks for jury service will usually be mailed within three (3) weeks following the conclusion of jury service. We realize that, for some people, this payment schedule may result in a financial hardship. If this is the case, please contact the Courtroom Deputy when you come to court to make arrangements for earlier payment.

**PROTECTION OF JURORS EMPLOYMENT:** In accordance with 28 U.S.C. §1875, “no **employer** shall discharge, threaten to discharge, intimidate, or coerce any permanent **employee** by reason of such employee’s jury service, or the attendance or scheduled attendance in connection with such service, in any court of the United States.” For your information, this does not include the loss of vacation time or other employment-related benefits, and any employer who violates the law can be subjected to criminal, as well as civil, penalties.

The Clerk’s Office can provide, upon request, a certificate of attendance for those jurors whose employers require them.

You may reach the Jury Clerk by calling the toll-free number 1-866-220-4379, option 1, between the hours of 8:00 a.m. and 4:45 p.m., Monday through Friday. If you need hotel information or specific information regarding parking, please call the above-referenced number.